



# **BAR CODE MEDICATION ADMINISTRATION (BCMA)**

## **MANAGER'S USER MANUAL**

Version 2.0  
May 2002

(Revised March 2003)



# Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual, or use the entire updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
03/03	Title Page, i-iv, 2, 5, 6, 13, 14, 15, 16, 17, 34, 38, 42, 43, 45, 46, 48	PSB*2*20	<ul style="list-style-type: none"> <li>– Updated the Title Page and included this Revision History Page. (p. i)</li> <li>– Updated the Table of Contents to include the new site parameter, “Patient Transfer Notification Timeframe.” (p. iii)</li> <li>– Renumbered the pages with Roman numerals to include this page. (p. i-iv)</li> <li>– Updated the Web address for the <b>VISTA</b> Documentation Library. (p. 2)</li> <li>– Updated the first paragraph of the “CPRS Med Order Button Link (“Hot Button”)” section to indicate that the clinician “is” administering a medication order, rather than “has” administered the order. (p. 5)</li> <li>– Included the new section “Patient Transfer Notification Timeframe.” (p. 6)</li> <li>– Updated the “Tip” to indicate that access is available “to each site” rather than “at all sites.” Also added the word “Are” to the second line of the Example title for the Warning message. (p. 13)</li> <li>– Updated the “Site Parameters Available Using Parameters Tab” example to include the new site parameter, “Patient Transfer Notification Timeframe” under the Misc Options area. The example also reflects the removal of the “General System Error” and “Auto Update Notification” site parameters under the Mail Groups area, and the “UNC of Auto Update Server” site parameter under the Misc Options area. (p. 14)</li> <li>– Removed the “General System Error” and “Auto Update Notification” information from the “Mail Groups Area” section since these site parameters were removed from the Parameters Tab of the GUI BCMA Site Parameters application. (p. 15)</li> <li>– Removed the words “before allowing the Client to proceed” from the “Max Client/Server Clock Variance” bullet. (p. 16)</li> <li>– Removed the “UNC of the Auto Update Server” information from the “Misc Options Area” section since it was removed from the Parameters Tab, and added an explanation about the new site parameter, “Patient Transfer Notification Timeframe.” Updated the “Enable CPRS Med Order Button” bullet to indicate that the clinician “is” administering a medication order, rather than “has” administered the order, included information about the security key, and added the “Tip.” (p. 17)</li> <li>– Corrected information about the <i>Missing Dose Followup</i> option to indicate that a clinician can also submit Missing Dose Requests using CHUI BCMA. (p. 34)</li> <li>– Corrected the first bullet for resetting a user’s default settings, when the answer is “No,” to indicate that the system does not reset the “user-entered parameters,” but the “user’s parameters.” (p. 38)</li> <li>– In the Glossary, added the definition for Continuous Order, Patient Transfer Notification, PSB INSTRUCTOR, and PSB STUDENT. Corrected the definition for Held, PSB MANAGER, Refused, and Schedule Type. (p. 42, 43, 45, 46)</li> <li>– Updated the Index to include “Patient Transfer Notification.” (p. 48).</li> </ul>

## Revision History (continued)

Date	Revised Pages	Patch Number	Description
05/02			Original Released Manager's User Manual.

# Table of Contents

<b>Introduction .....</b>	<b>1</b>
Benefits of BCMA V. 2.0 .....	1
Benefits of This Manual.....	1
Our Target Audience.....	1
Other Sources of Information.....	2
Background/Technical Information .....	2
This Manual and Related Documentation .....	2
Conventions Used in This Manual .....	2
Obtaining On-line Help.....	4
 <b>Setting Site Parameters for GUI BCMA.....</b>	<b>5</b>
New Site Parameters in BCMA V. 2.0 .....	5
BCMA Idle Timeout .....	5
CPRS Med Order Button Link (“Hot Button”).....	5
Patient Transer Notification Timeframe.....	6
IV Functionality .....	6
Signing on to GUI BCMA Site Parameters Application.....	7
Defining and Updating Site Parameters for Your Facility .....	11
Working with the Facility Tab .....	13
Working with the Parameters Tab.....	14
Working with the Default Answer Lists Tab .....	18
Working with the IV Parameters Tab.....	26
 <b>Accessing the BCMA Administration Manager Menu.....</b>	<b>31</b>
Accessing the BCMA CHUI Manager Menu .....	31
 <b>Checking the Drug IEN Code for Unit Dose Meds.....</b>	<b>32</b>
Verifying the Drug IEN Code for a Unit Dose Medication .....	32
 <b>Responding to Missing Dose Requests.....</b>	<b>34</b>
Creating a Follow-up Message for a Missing Dose Request .....	34
 <b>Resetting User Parameters .....</b>	<b>37</b>
Resetting a User’s Default Parameter Settings .....	37
 <b>Using the Trouble Shoot Med Log.....</b>	<b>39</b>
Identifying Scanning Problems .....	39
 <b>Glossary .....</b>	<b>42</b>
Learning BCMA Lingo .....	42
 <b>Index .....</b>	<b>47</b>



# Introduction

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## Benefits of BCMA V. 2.0



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**TIP:**

BCMA is designed to augment, not replace, the clinical judgment of the medication administrator, or clinician.

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Bar Code Medication Administration (BCMA) software is designed to improve the accuracy of the medication administration process, and to increase the efficiency of the administration documentation process. By automating this process, Veterans Administration (VA) medical centers can expect enhanced patient safety and patient care.

As each patient wristband and medication is scanned with a bar code reader, BCMA validates that the medication is ordered, timely, and in the correct dosage — as well as electronically update the patient's Medication Administration History (MAH) Report.

The electronic information that BCMA provides clinicians improves their ability to administer medications safely and effectively to patients on wards during their Med Passes. Not only does BCMA improve the accuracy of the medication administration process, but also the daily communication that occurs between Nursing and Pharmacy staffs.

## Benefits of This Manual



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**TIP:**

Only individuals holding the PSB MANAGER security key can access the *Bar Code Medication Administration Manager* menu.

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This manual provides detailed instructions for setting Graphical User Interface (GUI) BCMA site parameters; using the BCMA Character-based User Interface (CHUI) Manager Option; checking the Drug Internal Entry Number (IEN) Code on Unit Dose medications; entering a reason for a Missing Dose Request; resetting user parameters; and using the Trouble Shoot Med Log.

### Our Target Audience

We have developed this manual for individuals within the following groups, who are responsible for managing the site parameter settings for your medical center.

- Information Resources Management (IRM)
- Clinical Applications Coordinator (CAC) — called Applications Package Coordinator (ADPAC) at some medical centers

# Introduction

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## Other Sources of Information



### TIP:

Bookmark these sites for future reference.

Refer to the Web sites listed below when you want to receive more background and technical information about BCMA, or to download this manual and related documentation.

## Background/Technical Information

From your Intranet, enter <http://vista.med.va.gov/bcma> at the Address field to access the BCMA Main Web page.

## This Manual and Related Documentation

From the Internet, enter <http://www.va.gov/vdl> at the Address field to access this manual, and other BCMA V. 2.0 documentation listed below, from the **VISTA** Documentation Library (VDL).

- Installation Guide
- Technical Manual/Security Guide
- Release Notes
- BCMA GUI User Manual
- Nursing CHUI User Manual
- Pharmacy CHUI User Manual

## Conventions Used in This Manual



### TIP:

In a CHUI environment, when you press **ENTER**, instead of typing a response, the system accepts the default value shown to the left of the double slash (//) at a prompt or a field.

Throughout this manual, you will find a variety of elements designed to help you work more efficiently with BCMA. They include the many conventions listed below.

- **Keyboard Responses:** Keys provided in **boldface**, within the copy, help you quickly identify what to press on your keyboard to perform an action. For example, when you see **ENTER** or **<Enter>** in the copy, press this key on your keyboard.
  - **Within the GUI Steps:** Use the **ARROW** keys to select (highlight) your division name, and then press **ENTER**.
  - **Within the CHUI Steps:** At the “Select User to Reset:” prompt, enter the user’s name and then press **<Enter>**.
- **Mouse Responses:** Buttons provided in **boldface**, within the steps, indicate what you should select on your computer screen using the mouse. For example, when you see **NEXT**, **YES/NO**, or **OK** in the steps, click or select the appropriate button on your computer screen.



# Setting Site Parameters for GUI BCMA

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## New Site Parameters in BCMA V. 2.0



### TIP:

You can define the new BCMA V. 2.0 parameters using the GUI BCMA Site Parameters application.



### TIP:

Clinicians must be able to accept *and* sign orders in CPRS to use the CPRS Med Order Button functionality in BCMA.

This new version of BCMA includes three new site parameters: Patient Transfer Notification Timeframe, BCMA Idle Timeout, and Enable CPRS Med Order Button on the Parameters Tab, and the IV Parameters Tab for defining IV Functionality for your division. Each new site parameter is described in this section.

### BCMA Idle Timeout

BCMA now provides the “BCMA Idle Timeout” site parameter for defining the number of minutes that an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA will close. If the BCMA session displays a prompt, it will *not* time-out until the prompt is answered. The allowable entry for this parameter is 1 to 1440 minutes/day. The default is 30 minutes.

### CPRS Med Order Button Link (“Hot Button”)

Commonly called the “Hot Button,” the CPRS Med Order Button on the BCMA Tool Bar, links clinicians directly to the Computerized Patient Record System (CPRS) software application for electronically ordering, documenting, reviewing and signing verbal- and phone-type STAT and NOW (One-Time) medication orders that they are administering to patients. This feature is particularly useful in Intensive Care Unit (ICU) type environments, as it helps to streamline the workflow in such a busy setting. Clinicians can access this functionality only if they hold the PSB CPRS MED BUTTON security key.

When a clinician clicks the CPRS Med Order Button on the BCMA Virtual Due List (VDL), medications are then ordered and signed using the BCMA Order Manager and CPRS Order dialog boxes. These orders are then passed to the Inpatient Medications V. 5.0 software application as “nurse-verified” expired orders with a priority of “Done.” A Pharmacist must still verify these order types. The Provider selected during the Ordering process will receive an “alert,” requesting their electronic signature on the order.

BCMA documents these order types as administered to the patient in the BCMA Medication Log Report and MAH Report. You can also use the Reports Tab in CPRS to verify that these orders were properly documented.

On the Medication Log, the text titled “BCMA/CPRS Interface Entry,” displays opposite the order. You can edit these orders using the *Edit Medication Log* option using the CHUI version of BCMA.

# Setting Site Parameters for GUI BCMA

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## New Site Parameters in BCMA V. 2.0 (cont.)

### Patient Transfer Notification Timeframe

The “Patient Transfer Notification Timeframe” site parameter lets you define the number of hours, before the current system time, that a patient movement must be less than for the movement type (usually a transfer) to display on the BCMA VDL. The allowable entry for this parameter is a minimum value of 2 and a maximum value of 99. The default is 72 hours.

**Note:** This parameter is defined by division. Individual client settings are not allowed.

### IV Functionality

The IV Parameters Tab lets you configure the IV business logic that BCMA will use when processing an IV order that has been edited with the Inpatient Medications V. 5.0 package. You can configure this option using the following hierarchy: Division and Ward.

When BCMA V. 2.0 is first installed, it automatically sets up the recommended default settings for the division and all IV types.

**Note:** Although the default settings are highly recommended by the BCMA Workgroup, you can still change them for your medical center (facility).

# Setting Site Parameters for GUI BCMA

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## Defining and Updating Site Parameters for Your Facility (cont.)



### TIP:

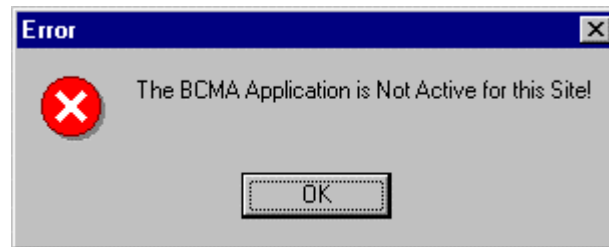
Modifying the “BCMA On-line” parameter affects *all* users signing on to your division. Multi-division sites must disable access to each site.

## Working with the Facility Tab

The Facility Tab, on the BCMA Site Parameters Main Screen, provides the following functions:

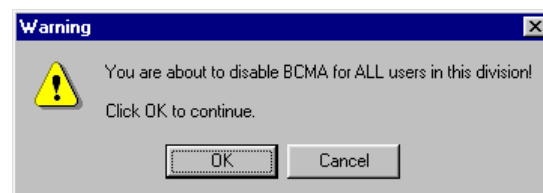
- **Facility Information (Read-Only):** This area provides read-only information populated by the INSTITUTION file (#4).
- **BCMA On-Line:** This option (check box) under the “BCMA Status for Division” section lets IRM personnel enable or disable all BCMA GUI options. It does *not* affect BCMA CHUI options.
  - If the “BCMA On-Line” check box is checked, the system is on-line and all BCMA GUI options are available.
  - If the “BCMA On-line” check box is *not* checked, all users currently logged on to GUI options will *not* be affected. However, when a user attempts to log on to the GUI options, the following Error message displays:

### Example: Error Message When BCMA Not Active for Your Site



- If the “BCMA On-Line” check box is checked and you try to take it off-line by deselecting the check box, the following Warning message displays:

### Example: Warning Message When All BCMA Users Are Being Disabled for Your Division



# Setting Site Parameters for GUI BCMA

## Defining and Updating Site Parameters for Your Facility (cont.)

### Working with the Parameters Tab

You can activate the Parameters Tab by placing the cursor over the Tab, then clicking once on it. Doing so activates the site parameters for this Tab.

This section describes the fields and check boxes available on the Parameters Tab.

### Example: Site Parameters Available Using Parameters Tab

The screenshot shows the 'BCMA Site Parameters' dialog box with the 'Parameters' tab selected. The dialog has a menu bar with 'File' and 'Help'. Below the menu bar are four tabs: 'Facility', 'Parameters' (selected), 'Default Answer Lists', and 'IV Parameters'. The 'Parameters' tab contains several sections:

- Output Devices:** 'Scratch HFS Directory:' is set to 'USER\SPOOLER'; 'Missing Dose Request Printer:' is set to 'HOME'.
- Mail Groups:** 'Due List Error:' is set to 'BCMA ORDER PROBLEM'; 'Missing Dose Notification:' is set to 'BCMA MISSING DOSES'.
- Bar Code Options:** 'Default Bar Code Format:' is set to '128'; 'Default Bar Code Prefix:' is empty; 'Using Robot RX' is unchecked.
- Administration:** 'Require ESig to Administer Medication' is unchecked; 'Allow Multiple Admins for On-Call' is checked.
- Allowable Time Limits (In Minutes):** A table with columns 'Before Scheduled Admin Time', 'After Scheduled Admin Time', and 'PRN Effective-ness Entry'. Values are 120, 60, and 60 respectively.
- Max Client/Server Clock Variance:** Set to 30.
- Virtual Due List Setup:** 'Default Times From Now' section with 'Start Time:' set to '1 hour prior' and 'Stop Time:' set to '1 hour after'.
- Include Schedule Types:** 'Continuous', 'PRN', 'One-Time', and 'On-Call' are all checked.
- Misc Options:** 'Patient Transfer Notification Timeframe:' is set to 72; 'BCMA Idle Timeout:' is set to 60; 'Enable CPRS Med Order Button' is checked.

### ➤ Output Devices Area

- **Scratch HFS (Host File Server) Directory:** This field lists the directory accessible to all BCMA users, required at every facility running BCMA. The directory includes reports that BCMA generates and retrieves.
  - **If the field is blank,** BCMA uses the Default Directory for the HFS entry in the Kernel SYSTEM PARAMETERS file.

# Setting Site Parameters for GUI BCMA

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## Defining and Updating Site Parameters for Your Facility (cont.)

### Working with the Parameters Tab (cont.)

#### ➤ Output Devices Area (cont.)

- **Missing Dose Request Printer:** This field identifies the default division printer for Missing Dose requests. The Kernel Parameters Tool Kit contains Ward location-specific and user-specific parameters for the BCMA package.

#### ➤ Mail Groups Area

- **Mail Groups:** Lists the mail groups that must be created using the *VISTA Mail Group Edit* option, *and* setting the TYPE field to PUBLIC. The BCMA package includes the four mail groups listed below:
  - **Due List Error:** Generates an E-mail message for any medication order that the BCMA package cannot resolve for the VDL placement, and sends it to the mail group members. For example, no administration times may be entered for a Continuous order.
  - **Missing Dose Notification:** Generates an E-mail message for any Missing Dose Request entered using the CHUI or GUI menu options. E-mail is sent to all members of the mail group. This mail group is a fail-safe to alert the Pharmacy, even if the designated Missing Dose printer is *not* functioning.

# Setting Site Parameters for GUI BCMA

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## Defining and Updating Site Parameters for Your Facility (cont.)

### Working with the Parameters Tab (cont.)

#### ➤ Bar Code Options Area

- **Default Bar Code Format:** This field lets you select the desired bar code format that you want to produce on the Zebra Bar Code Label printer. The following options are available from a drop-down list box: C39, 128, and I25.
- **Default Bar Code Prefix:** This field lets you specify up to five alphanumeric characters of text that will print as a prefix on a bar code label printed on the Zebra Bar Code Label printer.
- **Using Robot RX:** This check box should be checked *only* if your site is using the Robot RX product.

#### ➤ Administration Area

- **Require ESig To Administer Medication:** This check box requires that users enter the Access/Verify and Electronic Signature Codes before launching GUI BCMA. Otherwise, the clinician administering medications will be asked for Access/Verify codes only.
- **Allow Multiple Admins for On-Call:** This check box determines if the division allows multiple administrations for an On-Call order.
- **Allowable Time Limits (In Minutes):** This option is definable, on a divisional basis, to meet administration requirements for each medical center. This parameter defines the allowable medication administration window. In our example, the allowable window is set to two hours before through one hour after the scheduled administration time. Each window may be defined up to 240 minutes.
- **PRN Effectiveness Entry:** This option is a divisional site parameter. It defines the allowable time for the PRN Effectiveness to be assessed, after a PRN medication is given by a clinician, and before a variance is logged. If a medication administration is outside the allowable time, a variance will be logged when the effectiveness is entered. You can define this window up to 240 minutes.
- **Max Client/Server Clock Variance:** This field lets you specify the number of minutes allowed for variance, between the Client clock and the Server time.
  - **If outside the range,** a Warning message displays.

# Setting Site Parameters for GUI BCMA

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## Defining and Updating Site Parameters for Your Facility (cont.)



### TIP:

Clinicians must be able to accept *and* sign orders in CPRS to use the CPRS Med Order Button functionality in BCMA.

## Working with the Parameters Tab (cont.)

### ➤ Virtual Due List Setup Area

- **Default Times from Now:** This option lets you enter the number of hours before *and* after NOW that GUI BCMA will initially display orders on a patient's VDL (i.e., patient record).
- **Include Schedule Types:** These check boxes let you select the default display for the VDL. Your medical center can choose to have all Schedule Types display on the VDL, or just specific ones.

### ➤ Misc Options Area

- **Patient Transfer Notification Timeframe:** This field lets you define the number of hours, before the current system time, that a patient movement must be less than for the movement type (usually a transfer) to display on the BCMA VDL. The allowable entry for this parameter is a minimum value of 2 and a maximum value of 99. The default is 72 hours..
  - This parameter is defined by division. Individual client settings are not allowed.
- **BCMA Idle Timeout:** This field lets you define the number of minutes an idle BCMA session can stay open. Once the allowable time-out has been reached, BCMA will close. The allowable entry for this parameter is 1 to 1440 minutes. The default is 30 minutes.
  - **If the BCMA session displays a prompt,** it will *not* time-out.
- **Enable CPRS Med Order Button:** This check box lets you enable or disable the Med Order Button for your division on the VDL. This button is used by clinicians for electronically ordering, documenting, reviewing, and signing verbal- and phone-type STAT and NOW (One-Time) medication orders that they are administering to patients. Clinicians can access this functionality only if they hold the PSB CPRS MED BUTTON security key.

# Setting Site Parameters for GUI BCMA

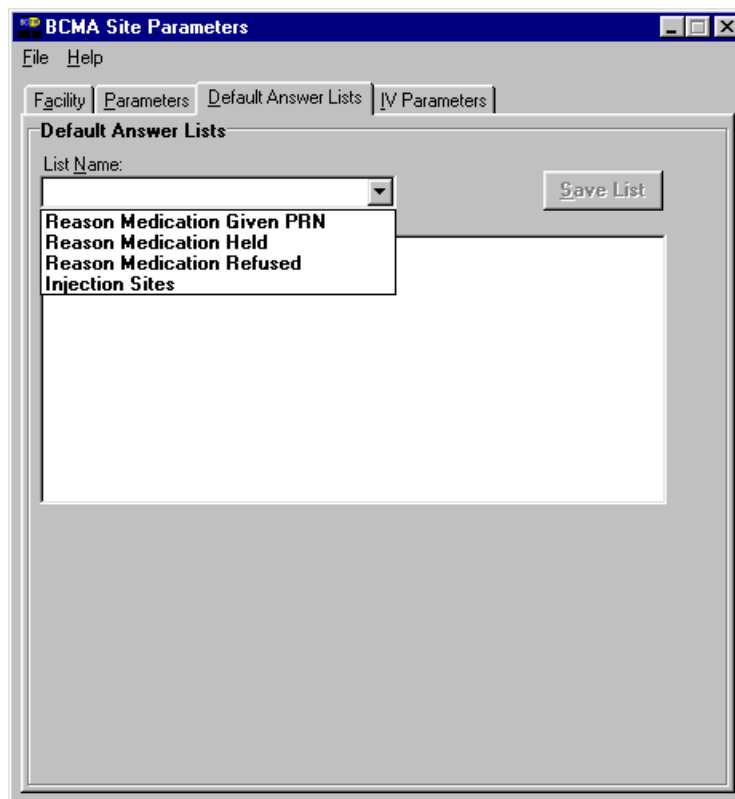
---

## Defining and Updating Site Parameters for Your Facility (cont.)

### Working with the Default Answer Lists Tab

You can activate the Default Answer Lists Tab by placing the cursor over the Tab, and then clicking once on it. Doing so activates the site parameters for the Default Answer Lists Tab.

#### Example: Default Answer Lists Tab Selected and List Names Provided



You can use the Default Answer Lists Tab to define the Selection Lists for the following options. These lists are free-text and definable on a divisional basis.

- Reason Medication Given PRN
- Reason Medication Held
- Reason Medication Refused
- Injection Sites



# Checking the Drug IEN Code for Unit Dose Meds

## Verifying the Drug IEN Code for a Unit Dose Medication (cont.)

To Verify the Drug IEN Code for a Unit Dose Medication: (cont.)

### Example: Results of Drug File Inquiry

```
SmartTerm Office - [Birmingham.stw]
File Edit View Tools Properties Connection Window Help
[Icons]
-----
DRUG NAME: ACETAMINOPHEN 325MG TABLET (IEN: 5591)
-----
PRICE PER DISPENSE UNIT: 0.025
NATIONAL DRUG CLASS: CN103
LOCAL NON-FORMULARY:
QUANTITY DISPENSE MESSAGE:
CMOP DISPENSE MESSAGE:
MESSAGE: 90 DAY FILL *ATC A/B*
SYNONYMS:
000839508016
-----
Enter RETURN to continue or '^' to exit:
-----
Connected to 10.4.21.2 | Macro | Print | Capture | Hold | VT340 | 0 hr 3 min | Row 24 | Col 42
```

**Note:** The IEN Code appears on the first line, to the right of the Drug Name. Typically, this is the bar code number on the Unit Dose package prepared by the Pharmacy. Manufacturers' National Drug Code (NDC) bar codes may appear in the SYNONYMS field within this screen. If the drug is non-formulary, the NON-FORMULARY field will be set to N/F.

# Responding to Missing Dose Requests

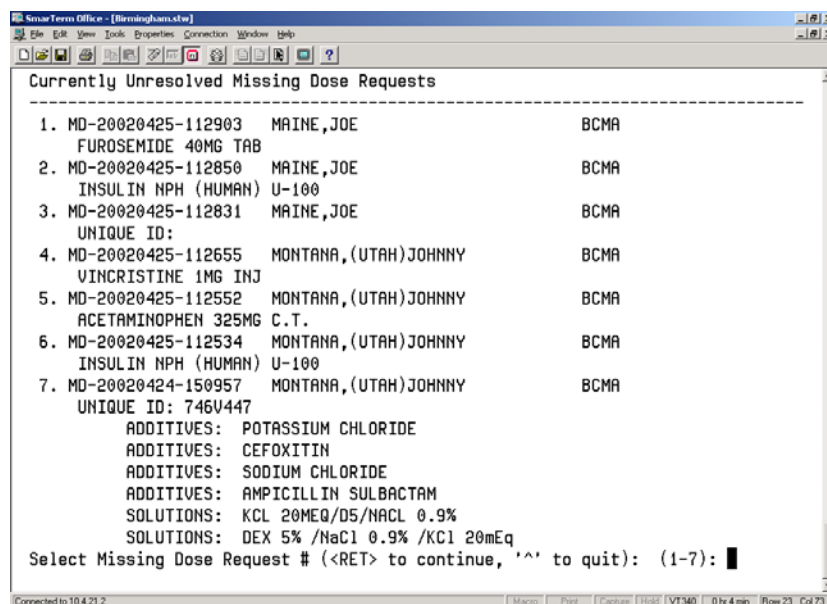
## Creating a Follow-up Message for a Missing Dose Request

The *Missing Dose Followup* option from the *Bar Code Medication Administration Manager* menu lets the Pharmacy electronically respond to a Missing Dose Request submitted by a clinician from CHUI or GUI BCMA V. 2.0. Pharmacy can enter a reason that the dose was missing, the time the dose was delivered, and the name of the individual who delivered the dose.

### To Create a Follow-up Message for a Missing Dose Request:

- 1 At the *Bar Code Medication Administration Manager* menu, type **MI**, and then press <Enter> to access the *Missing Dose Followup* option. The associated screen then displays.

### Example: Missing Dose Followup Screen



- 2 At the "Select Missing Dose Request # (<RET> to continue, '^' to quit): (1-7):" prompt, type the **number opposite the Missing Dose that you want to create a follow-up message for**, and then press <Enter>. The Missing Dose Request Pharmacy Follow-up Information screen, provided on the following page, then displays.

# Resetting User Parameters

## Resetting a User's Default Parameter Settings



### TIP:

The Reset User Parameters option is particularly useful when a user is unable to access a screen, or is *not* satisfied with their user-defined parameters.

Once a clinician uses GUI BCMA, the parameters become their default settings. For example, when they change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the VDL within GUI BCMA, these settings are retained in their user parameters — and become the default settings each time they log on to GUI BCMA. This does *not* apply to the Unit Dose Tab, which is the default view or to Schedule Types, which are all selected each time you open a VDL (i.e., patient record).

You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* option in CHUI BCMA.

### To Reset a User's Default Parameter Settings:

- 1 At the *Bar Code Medication Administration Manager* menu, type **RE** to access the *Reset User Parameters* option. The associated screen then displays.

### Example: Reset User Parameters Sequence Screen

```
Smart Term Office - [Birmingham.stu]
File Edit View Tools Properties Connection Window Help
[Icons]

Drug File Inquiry
Medication Administration Menu Nursing ...
Medication Administration Menu Pharmacy ...
Missing Dose Followup
Reset User Parameters
Trouble Shoot Med Log

Select Bar Code Medication Administration Manager Option: REset User Parameters
Select User to Reset: DENVER,DONNA DD NURSE

Are you sure you want to reset all parameters for this user? No// Y (Yes)
Resetting...Done.

Drug File Inquiry
Medication Administration Menu Nursing ...
Medication Administration Menu Pharmacy ...
Missing Dose Followup
Reset User Parameters
Trouble Shoot Med Log

Select Bar Code Medication Administration Manager Option:
Connected to 10.4.21.2 [Macro] [Print] [Capture] [Hold] [VT340] 0 hr 6 min Row 24 Col 50
```

- 2 At the “Select User to Reset:” prompt, enter the **user’s name**, and then press **<Enter>**. A prompt displays.

# Resetting User Parameters

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## Resetting a User's Default Parameter Settings (cont.)

### To Reset a User's Default Parameter Settings: (cont.)

- 3 At the "Are you sure you want to reset all parameters for this user? No/" prompt, perform one of the following actions:
  - **To accept the default answer of No**, press <Enter>. The system will *not* reset the user's parameters. You will be returned to the Bar Code Medication Administration Manager Menu.
  - **To reset the user parameters**, type **Y** at the prompt, and then press <Enter>. The system then provides a message of "Resetting...Done" to indicate the user parameters have been reset. (See the Example on the previous page.)

# Using the Trouble Shoot Med Log

## Identifying Scanning Problems (cont.)

## To Identify Scanning Problems Using the Trouble Shoot Med Log: (cont.)

### Example: Order Validation Screen

SmartForm Office - [Birmingham.stx]

Order: 94U  
Medication: ACETAMINOPHEN TAB  
Dosage: 325MG  
Schedule: CONTINUOUS  
Admin Times: 0700-1500-2300  
Start D/T:  
Stop D/T:

Is this the correct Order? Yes// (Yes)

Enter the DATE of Administration: Today// (APR 25, 2002)

Select one of the following:

1	0700
2	1500
3	2300

Select Administration Time: 1 0700  
1^Admin is 456 minutes after the scheduled administration time  
Enter RETURN to continue or '^' to exit:

Connected to 10.4.21.2



#### TIP:

The reason also displays on the GUI BCMA being used by the clinician administering medications for the administration time listed.

- 4 At the “Enter the DATE of Administration: Today//” prompt, press **<Enter>** to select today’s date. Otherwise, enter another date, and then press **<Enter>**. A variance reason displays, related to the order that you selected.
  - **If there is more than one administration time for the order**, the system will list the times.
- 5 At the “Select Administration Time:” prompt, type the **number corresponding to the desired administration time listed**, and then press **<Enter>**. The system lists information related to the order’s administration time.
- 6 Perform one of the following actions:
  - Press **<Enter>** to return to the list of medications for the selected patient and administration date.
  - Press **^** to exit the option.

# Glossary

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## Learning BCMA Lingo

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

### Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
<b>Active</b>	When a medication has been finished <i>and</i> verified, it becomes “active,” and displays on the VDL under the related Medication Tab. A nurse can then administer the medication to the patient. Under the IV Medication Tab, this information is listed in the Status column.
<b>BCMA</b>	<b>Bar Code Medication Administration.</b> A <b>VISTA</b> software application used in VA medical centers for validating patient information and medications against active medication orders before being administered to a patient.
<b>CHUI</b>	<b>Character-based User Interface.</b>
<b>Client</b>	An architecture in which one computer can get information from another. The Client is the computer that asks for access to data, software, or services.
<b>Clinician</b>	Nursing personnel who administer active medication orders to patients on a ward. In a VA medical center, a number of teams may be assigned to take care of one ward, with specific rooms and beds assigned to each team.
<b>Continuous Order</b>	A medication given continuously to a patient for the life of the order, as defined by the order Start and Stop Date/Time.
<b>CPRS</b>	<b>Computerized Patient Record System.</b> A <b>VISTA</b> software application that allows users to enter patient orders into different software packages from a single application. All pending orders that appear in the Unit Dose and IV packages are initially entered through the CPRS package. Clinicians, Managers, Quality Assurance Staff, and Researchers use this integrated record system.
<b>FileMan</b>	The <b>VISTA</b> database management system.
<b>Finish</b>	To verify a medication order by checking the completed “contents” against the actual order submitted by a Provider.
<b>Given</b>	When a medication is administered to a patient, it is considered to be “Given” and marked as such (with a “G”) in the Status column of the VDL.
<b>GUI</b>	<b>Graphical User Interface.</b> The type of interface chosen for BCMA.

# Glossary

## Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

### Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
<b>Held</b>	When a medication is being administered, but <i>not</i> actually taken by a patient, it is considered to be “Held” and marked as such (with an “H”) in the Status column of the VDL. Reasons might include the patient being temporarily off the ward, or if the patient refuses to take the medication. You can select and mark multiple medications as Held on the VDL using the Right Click drop-down menu. In the case of IV bags, this status indicates that the dose was Held. The only actions available for this type of IV bag are to mark the bag as Infusing or Refused, or to submit a Missing Dose Request to the Pharmacy.
<b>IEN</b>	<b>Internal Entry Number.</b> The internal entry drug number (or drug name) entered by Pharmacy personnel into the Inpatient Medications V. 5.0 package to identify Unit Dose and IV medications.
<b>Internal Entry Number</b>	Also called “IEN,” the internal entry drug number (or drug name) entered by the Pharmacy into the Inpatient Medications V. 5.0 package.
<b>IV</b>	A medication given intravenously (within a vein) to a patient from an IV Bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
<b>MAH</b>	<b>Medication Administration History.</b> A patient report that lists a clinician’s name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.
<b>MAR</b>	<b>Medication Administration Record.</b> The traditional, handwritten record used for noting when a patient received a medication. BCMA replaces this record with an MAH.
<b>Medication Administration History Report</b>	Also called “MAH,” a patient report that lists a clinician’s name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The Date column lists three asterisks (***) if a medication was Discontinued.

# Glossary

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## Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

### Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
<b>Medication Route</b>	Also called “Route” or “Med Route,” the method by which a patient receives medication (i.e., PO, IV, IM, ID, SQ, and SC). Each VA medical center determines routes and associated abbreviations, which cannot exceed five characters in length. Otherwise they will <i>not</i> fit on bar code labels and the MAH.
<b>Medication Tab</b>	Used to separate and view a type of active medication order (i.e., Unit Dose IV Push, IV Piggyback, and large-volume IVs) that needs to be administered to a patient. The Tab under which an order displays depends on how it was entered. An “alert light” on a Tab turns <b>GREEN</b> <i>only</i> when a patient has active medication orders associated to them.
<b>Missing Dose</b>	A medication dose considered “Missing.” BCMA automatically marks this order type (with an “M”) in the Status column of the VDL after you submit a Missing Dose Request to the Pharmacy. If an IV bag displayed in the IV Bag Chronology display area of the VDL is <i>not</i> available for administration, you may mark the IV bag as a “Missing Dose” using the Missing Dose button or by right clicking the IV bag and selecting the Missing Dose command in the Right Click drop-down menu.
<b>National Drug Code</b>	Also called “NDC,” the number assigned by a manufacturer to each item/medication administered to a patient.
<b>NDC</b>	<b>National Drug Code.</b> The number assigned by a manufacturer to each item/medication administered to a patient.
<b>Not Given</b>	The status that a scanned medication marked as “Given,” but <i>not</i> actually taken by a patient, is changed to on the VDL. The administration will display on the VDL as it appeared <i>before</i> it was marked as “Given.” BCMA notes the status change only in the Audit Trail section of the Medication Log ( <i>not</i> on the VDL).
<b>On-Call Order</b>	A specific order or action dependent upon another order or action taking place before it is carried out. For example, “Cefazolin 1gm IVPB On Call to Operating Room.” Since it may be unknown when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.



# Glossary

## Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

### Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
<b>One-Time Order</b>	A medication order given one time to a patient such as a STAT or a NOW order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>Orderable Item</b>	A drug whose name does NOT have the strength associated with it (e.g., Acetaminophen 325 mg). The name with a strength is called the "Dispensed Drug Name."
<b>Patient Transfer Notification</b>	A message that displays when a patient's record is opened or the Unit Dose or IVP/IVPB Medication Tab is viewed for the first time. It indicates that the patient has had a movement type (usually a transfer) within the site-definable parameter, and the last action for the medication occurred before the movement, but still within the defined timeframe.
<b>Pending Order</b>	An order entered by a Provider through CPRS without Pharmacy personnel finishing (verifying) the order. Once Pharmacy finishes the order, it becomes active and displays on the VDL.
<b>PRN Effectiveness List Report</b>	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
<b>PRN Order</b>	The Latin abbreviation for <b>Pro Re Nata</b> . A medication dosage given to a patient on an "as needed" basis.
<b>Provider</b>	Another name for the "Physician" involved in the prescription of a medication (Unit Dose or IV) to a patient.
<b>PSB CPRS MED BUTTON</b>	The name of the security "key" that must be assigned to nurses who document verbal- and phone-type STAT and NOW medication orders using the CPRS Med Order Button on the BCMA VDL.
<b>PSB INSTRUCTOR</b>	The name of the security "key" that must be assigned to nursing instructors, supervising nursing students, so they can access user options within BCMA V. 2.0.
<b>PSB MANAGER</b>	The name of the security "key" that must be assigned to managers so they can access the PSB Manager options within BCMA V. 2.0.
<b>PSB STUDENT</b>	The name of the security "key" that must be assigned to nursing students, supervised by nursing instructors, so they can access user options with BCMA V. 2.0. This key requires that a nursing instructor sign on to BCMA V. 2.0.

# Glossary

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## Learning BCMA Lingo (cont.)

The alphabetical listing, in this section, is designed to familiarize you with the many acronyms and terms used throughout this manual.

### Example: Alphabetical Listing of BCMA Acronyms and Terms

ACRONYM/TERM	DEFINITION
<b>Refused</b>	The status for an IV bag or Unit Dose to indicate that the patient refused to take the dose.
<b>Schedule Type</b>	Identifies the type of schedule (i.e., Continuous, PRN, On-Call, and One-Time) for the medication being administered to a patient.
<b>Security Keys</b>	Used to access specific options within BCMA that are otherwise “locked” without the security key. Only users designated as “Holders” may access these options.
<b>Solution</b>	A homogeneous mixture of two or more substances. For IVs, these would be liquids.
<b>Start Date/Time</b>	The date and time that a medication order begins.
<b>STAT Order</b>	A medication order given immediately to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
<b>Stop Date/Time</b>	The date and time that a medication order will expire, and should no longer be administered to a patient.
<b>Strength</b>	The degree of concentration, distillation, or saturation of a medication.
<b>Unit Dose</b>	A medication given to a patient, such as tablets, one dose at a time. If a patient receives more than one tablet, the clinician must document the number of dosages and the admin times on the VDL.
<b>VDL</b>	<b>Virtual Due List.</b> An on-line “list” used by clinicians when administering active medication orders (i.e., Unit Dose, IV Push, IV Piggyback, and large-volume IVs) to a patient. This is the Main Screen in BCMA.
<b>Verify</b>	When a nurse or a Pharmacist confirms that a medication order is accurate and complete, according to the information supplied by the Provider.
<b>Virtual Due List</b>	Also called “VDL,” an on-line list used by clinicians when administering active medication orders to a patient. This is the Main Screen in BCMA.
<b>VISTA</b>	<b>Veterans Health Information Systems and Technology Architecture.</b>

# Index

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## A

Accessing the  
    Bar Code Medication Administration  
        Manager Menu, 31  
    BCMA CHUI Manager Menu, 31  
Administration Area, Parameters Tab, 16

## B

Bar Code Medication Administration Manager  
    Menu  
        Accessing, 31  
Bar Code Options Area, Parameters Tab, 16  
Benefits of BCMA, 1  
Benefits of This Manual, 1  
BCMA Lingo, 42-46  
BCMA Site Parameters Opening Screen, 10  
BCMA Site Parameters Main Screen with  
    Facility Tab Selected, 12  
BCMA V. 2.0  
    Benefits of, 1  
    Target Audience, 1

## C

CHUI BCMA On-line Help, 4  
CHUI Manager Menu  
    Accessing, 31  
Connect to Selection Dialog Box, 7  
Conventions Used in This Manual, 2-3  
    Keyboard Responses, 2  
    Menu Options, 3  
    Mouse Responses, 2  
    Notes, 3  
    Screen Captures, 3  
    Tips, 3  
    User Responses, 3  
Creating a  
    Default Answer Lists for Reasons  
    Medication Give PRN, 20  
    Follow-up Message for a Missing Dose  
    Request, 34-36

## D

Default Answer Lists Tab Selected and List  
Names Provided, 18  
Defining and Updating Site Parameters for  
Your Facility, 11-30  
Division Selection Dialog Box, 11  
Drug File Inquiry Screen, 32

## E

Error Message When BCMA Not Active for  
Your Site, 13

## F

Facility Tab, 13  
Follow-up Message  
    Creating for a Missing Dose Request, 34-36

## G

GUI BCMA On-line Help, 4

## I

Identifying Scanning Problems Using the  
Trouble shoot Med Log, 39  
Introducing  
    BCMA V. 2.0, 1  
    This Manual, 2-4  
IV Parameters Tab  
    IV Type Area, 28  
    Location Area, 27  
    Prompts Area, 29-30  
    IV Type Area, 28

## K

Keyboard Response Conventions, 2

## L

Location Area, IV Parameters Tab, 27

## M

Mail Groups Area, Parameters Tab, 15  
Menu Option Conventions, 3  
Misc Options Area, Parameters Tab, 17  
Missing Dose Followup Screen, 34  
Missing Dose Request Pharmacy Followup  
    Information Screen, 35  
Mouse Response Conventions, 2

## N

New Site Parameters in BCMA V. 2.0, 5-6  
    BCMA Idle Timeout, 5  
    CPRS Med Order Button Link (“Hot  
    Button”), 5  
    IV Functionality, 6  
Notes Conventions, 3

# Index

---

## O

Obtaining On-line Help, 4  
On-line Help, 4  
Order Validation Screen, 41  
Other Sources of Information, 2  
Output Devices Area, Parameters Tab, 14-15

## P

Parameters Tab, 14-17  
    Administration Area, 16  
    Bar Code Options Area, 16  
    Mail Groups Area, 15  
    Misc Options Area, 17  
    Output Devices Area, 14-15  
    Virtual Due List Setup Area, 17  
Patient Transfer Notification, 6, 17  
Pharmacy Reasons Needed Selection Table, 36  
Prompts Area, IV Parameters Tab, 29-30  
PSB MANAGER Security Key, 1

## R

Related Documentation, 2  
Reset User Parameters Sequence Screen, 37  
Resetting a User's Default Parameter Settings, 37  
Responding to Missing Dose Requests, 34-36  
Results of Drug File Inquiry, 33

## S

Screen Capture Conventions, 3  
Select Division Dialog Box, 9  
Selecting a Default Answer List Name, 19  
Setting Site Parameters for GUI BCMA V. 2.0, 5-6  
Signing on to GUI BCMA Site Parameters Application, 7-10  
    For Medical Centers with Multiple Divisions, 9  
Site Parameters  
    Available Using Parameters Tab, 14  
    Available When IV Parameters Tab Selected, 26  
    New in BCMA V. 2.0, 5-6  
Suggested Default Answers Lists, 21-25  
    For Reasons a Medication is Given PRN, 21-22  
    For Reasons a Medication is Held, 23

## S (cont.)

Suggested Default Answers Lists, 21-25 (cont.)  
    For Reasons a Medication is Refused, 24  
    For Injection Sites, 25

## T

Target Audience for This Manual, 1  
This Manual  
    Benefits of, 1  
    Conventions Used, 2  
    Other Sources of Information, 2  
    Related Documentation, 2  
    Target Audience, 1  
Tips Conventions, 3  
Trouble Shoot Med Log Sequence Screen, 39

## U

Unit Dose Medications  
    Verifying the Drug IEN Code for, 32  
Updating and Defining Site Parameters for Your Facility, 11-30  
User Response Conventions, 3  
Using the Trouble Shoot Med Log, 39

## V

Verifying the Drug IEN Code for Unit Dose Medications, 32  
Virtual Due List Setup Area, Parameters Tab, 17  
VISTA Sign-on Dialog Box, 8

## W

Warning Message  
    About Updates to Parameters Being Immediate, 10  
    When All BCMA Users Being Disable from Your Division, 13  
Working with  
    Default Answer Lists Tab, 18-25  
    Facility Tab, 13  
    IV Parameters Tab, 26-30  
    Parameters Tab, 14-17